



Event No:

## WENATCHEE COMMUNITY CENTER SUBSIDIZED RENT APPLICATION

### **PURPOSE:**

The purpose of the Subsidized Rent Program is to provide opportunity for groups that unite the community by embracing cultures, families and individuals through collaboration, assistance and support to utilize the Wenatchee Community Center on a one time basis at a reduced rate.

### **GENERAL PROGRAM POLICIES:**

Application must be on behalf of a group and the group's activities must meet the goals and policies of the Wenatchee Community Center.

Wenatchee Community Development Association Board Members and their affiliates are not eligible to receive funding.

Each applicant organization may be awarded assistance from the Subsidized Rent Program at the discretion of the Wenatchee Community Development Association Board **"one time"** provided there are sufficient funds available to accommodate the request.

Subsidized use requests **may be for up to 50%** of the total rental fee. Security, insurance or other costs are not eligible.

### **APPLICATION PROCESS:**

The applicant completes the information contained below and submits the form to the Wenatchee Community Development Association Board at PO Box 962, Wenatchee, Washington 98801 a **minimum** of 60 days prior to the event date.

If/when the request for subsidized use has been approved by the Wenatchee Community Development Association Board, the rental is scheduled and the applicant is notified. Payment of the balance of the fees for the rental must be paid a **minimum** of seven (7) days prior to the scheduled event date.

### **APPLICANT INFORMATION:**

Person Responsible: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Use/Event: \_\_\_\_\_

Event Date (s): \_\_\_\_\_ Time from: \_\_\_\_\_ Time to: \_\_\_\_\_

Facility requested: ☐ Social Hall ☐ Veteran's Hall ☐ Learning Center Basement

Rental Fee required: \_\_\_\_\_ Amount of request: \_\_\_\_\_

Briefly explain the purpose of your event, number of persons served, and the specific community group or service it addresses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information provided is accurate and correct to the best of my knowledge. I have read and understand the information provided above as to the requirements of this application:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

Date Subsidy Paid to City: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Date Approval/Denial Letter Sent: \_\_\_\_\_

Date Renter Paid Balance: \_\_\_\_\_

☐ Approved

☐ Denied